

Avaya 9611 Phone Training



Logging Into Phone

AVAYA

11:33am 3/4/14

Enter username 123

Username: []

Password:

Enter 123

AVAYA

11:36am 3/4/14

Enter password

123

Username: 5025641880

Password: [*****]


Enter

Bksp


123

5025641880

11:36am 3/4/14

Press  for Feature List

AVAYA
one 

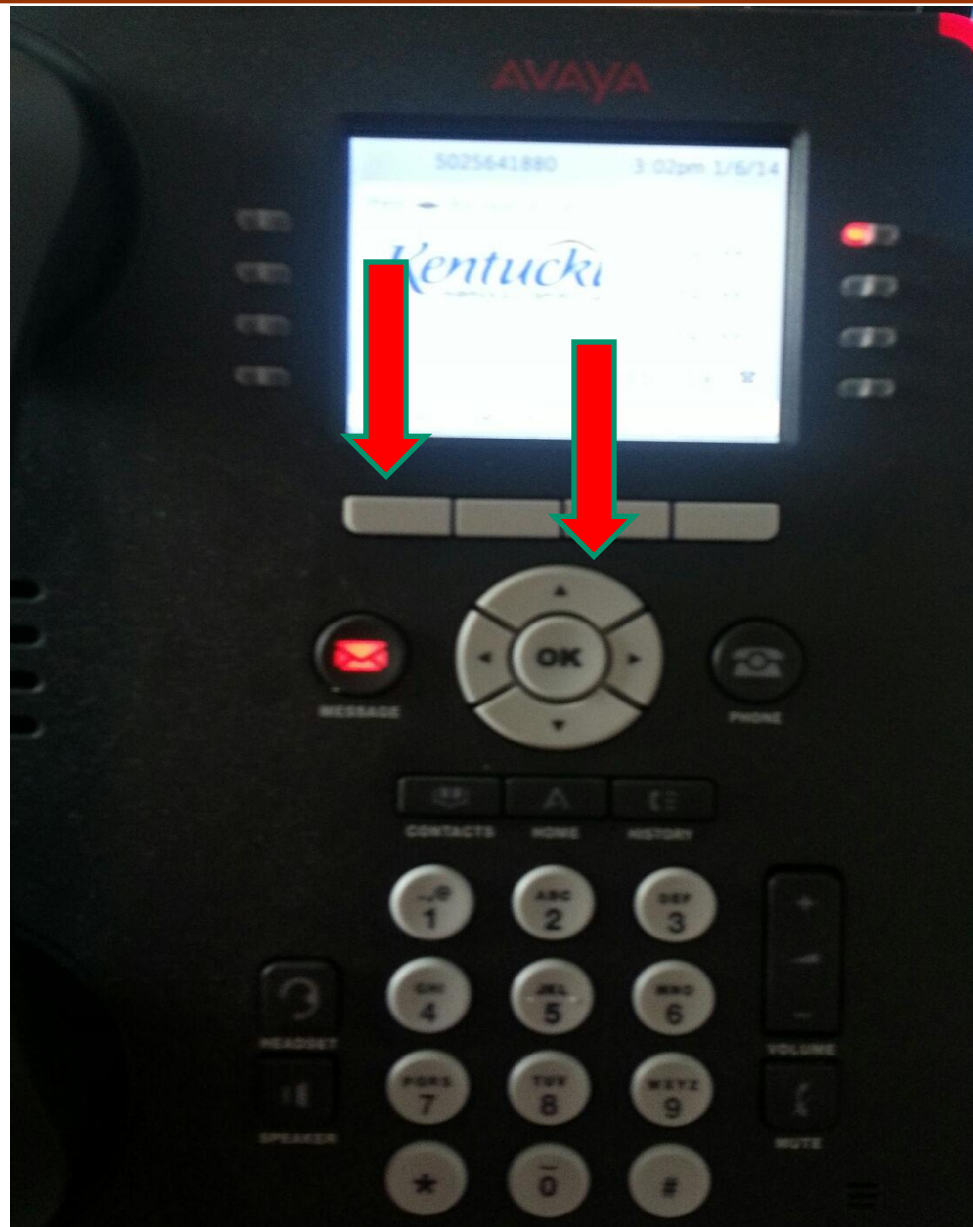
502-564-1880 

502-564-1880

502-564-1880

Send All

Softkeys and Navigation Arrows



Using the Phone Button



- Press the Phone button anytime to return to the main phone screen to view and manage your calls.

Preventing the other person on the line from hearing you:



- Press the **Mute** button. The other party cannot hear you.
- To reinstate two-way conversation, press the **Mute** button again.
- The Mute button lights when your call is muted.

Headset On/Off Button

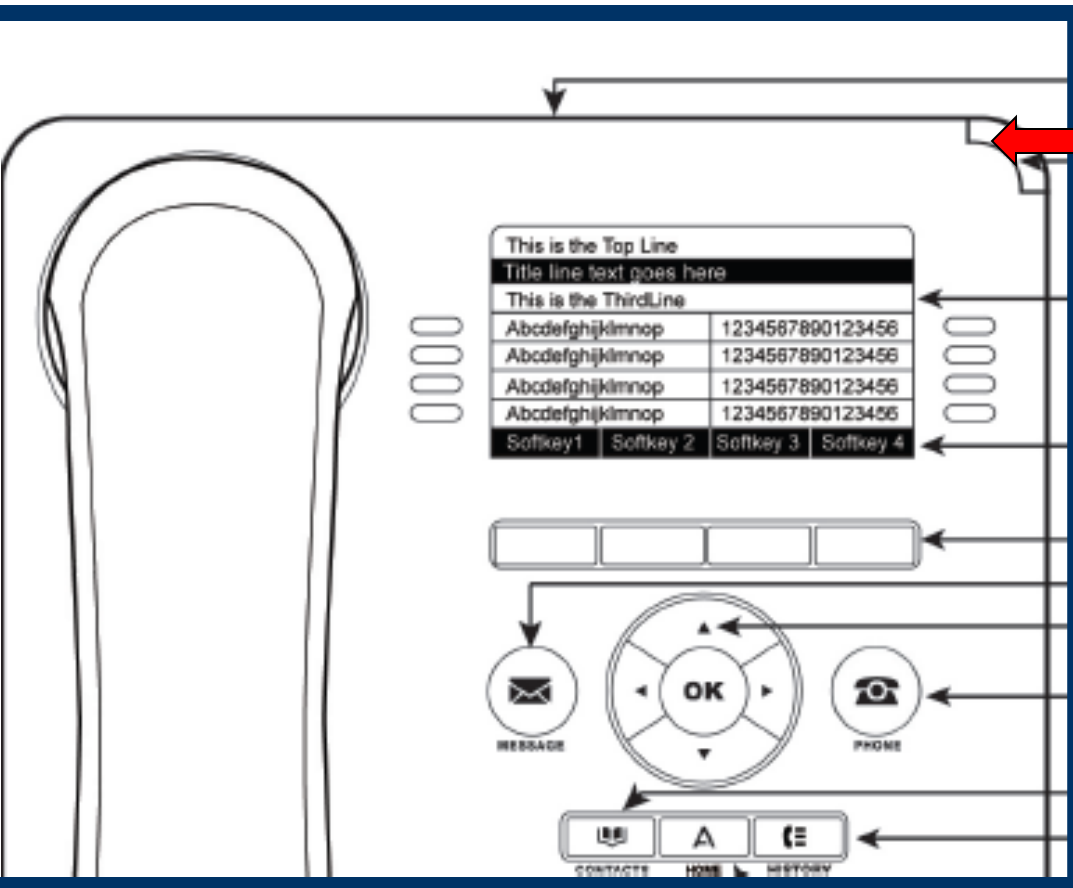


Volume Button



➤ Press the volume button to adjust the volume of the handset, headset, speaker or ringer.

MESSAGE WAITING INDICATOR



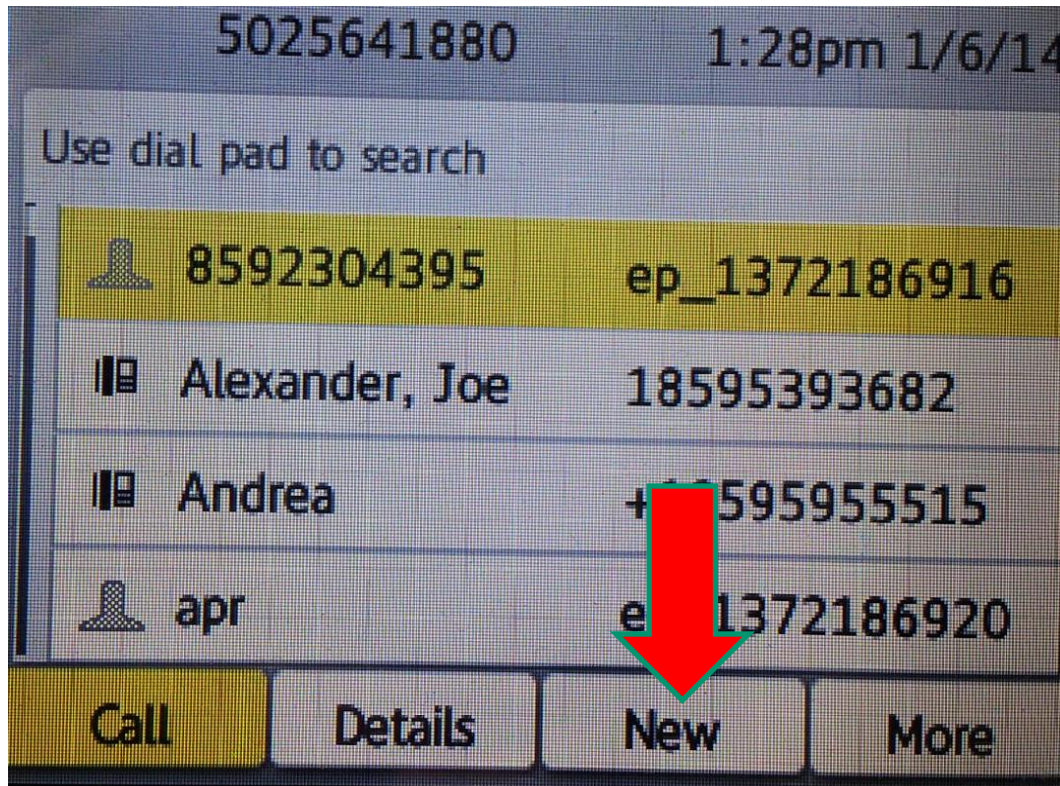
➤ If you have messages in your Avaya Voice Mailbox, the light on the top right corner of your telephone will light solid red. In addition, the Messages button will also be lit. Once you listen to your messages, the lights will turn off.

How to add contacts

➤ **Press the contact button:**



Then press on new to add someone to your contacts.



Property Officer Responsibilities

5025641880 1:28pm 1/6/14

Enter the First Name Abc

First Name: []

Last Name:

Ringer: Default ◀▶

Track Presence Yes ◀▶

Cancel More

You can put more than one contact number.

5025641880 1:28pm 1/6/14

Enter Number 123

Track Presence Yes ◀▶

Number 1:

Type Work ◀▶

Number 2: []

Cancel More

How to add contacts

➤ **Press the contact button:**



5025641880

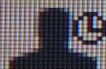
11:39am 3/4/14

Use dial pad to search



Arnold, Sally

502-564-9290



Baker, Mike

5027824710



Barnes, Tina

8594929579



Beard, Myranda

ep_1372186995

Edit

Search

Delete

More

5025641880

11:40am 3/4/14

Enter the First Name

Abc

First Name: [Lydon

]

Last Name:

Search

Bksp

Cancel

More

5025641880

11:41am 3/4/14

Press Call or OK to call: 5025641880



Lydon, Bridget



Lydon, Vicky

Call

Details

+Contact

More

5025641880

11:41am 3/4/14

Enter the First Name

Abc

First Name: [Bridget

]

Last Name: Lydon

Ringer:

Default ◀▶

Track Presence

Yes ◀▶

Save

Bksp

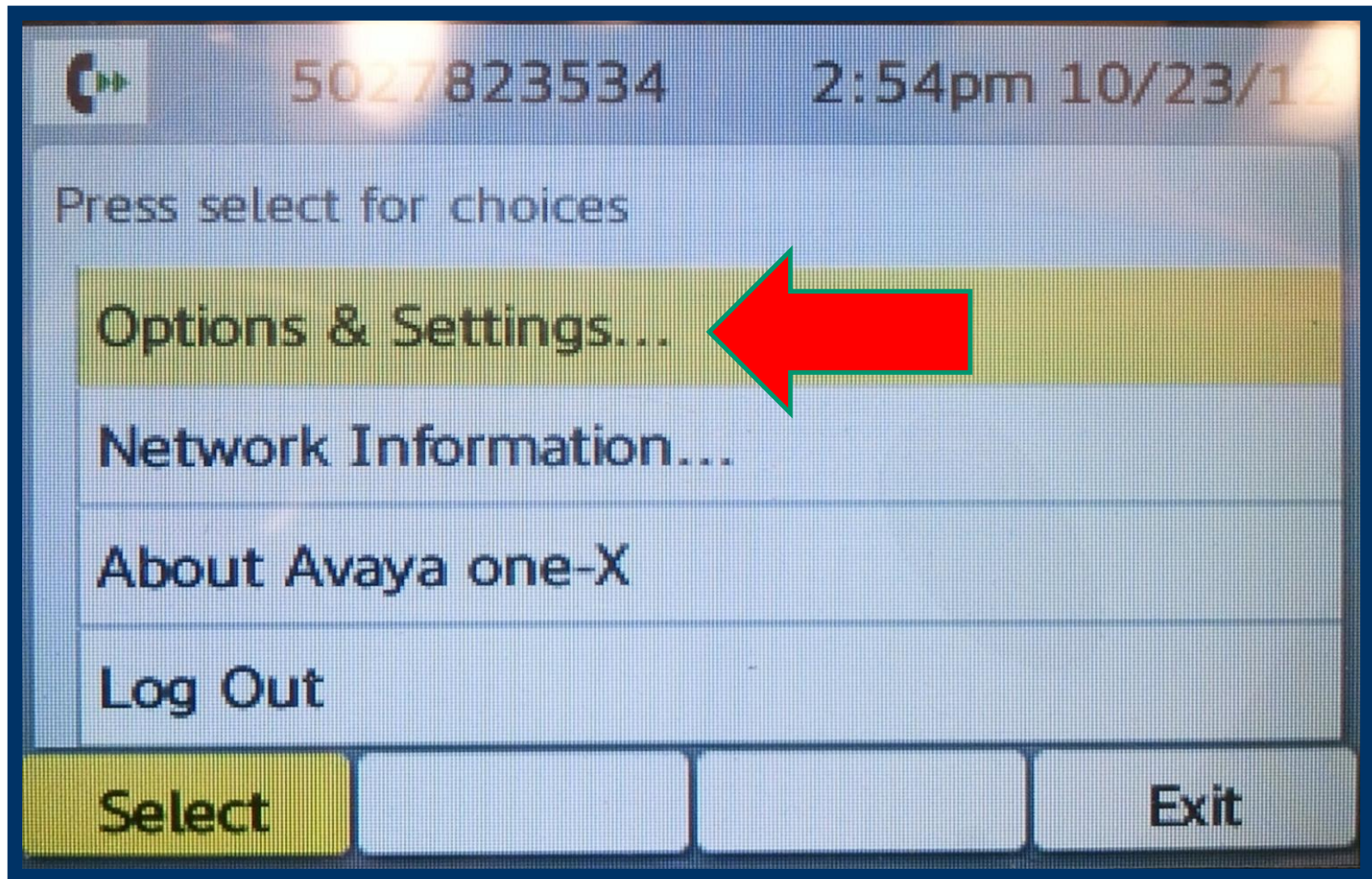
Cancel

More

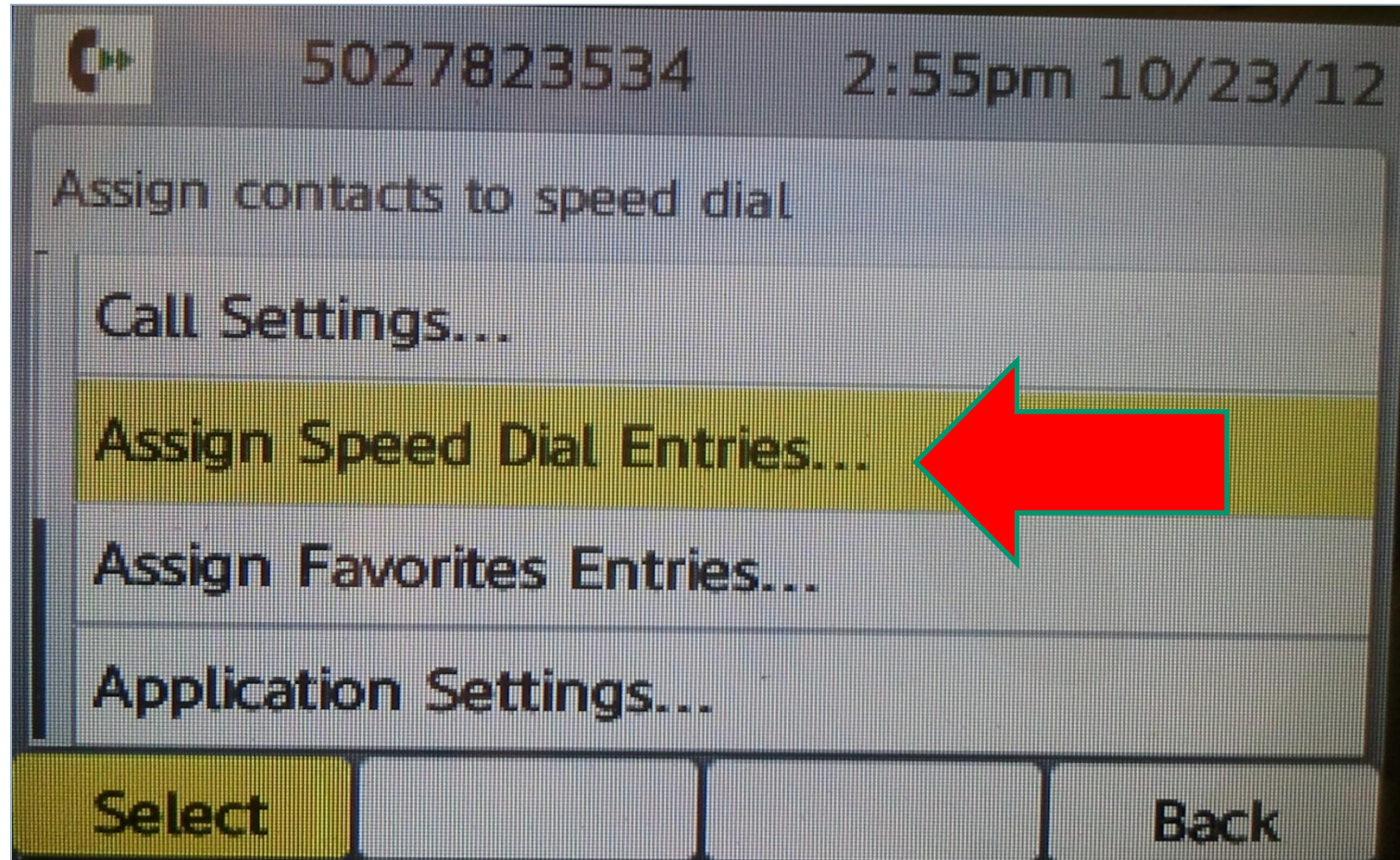
Press on home button to change settings on phone.



Press on Options & Settings.



Assign speed dial entries



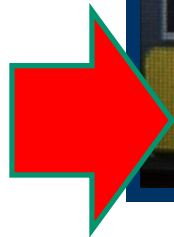
Click on assign

5027823534 2:56pm 10/23/12

Assign contacts to speed dial

1	Unassigned
2	Unassigned
3	Unassigned
4	Unassigned





Assign Back

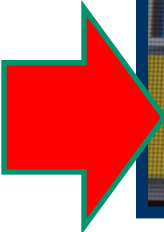


Press to choose a name and then press select.

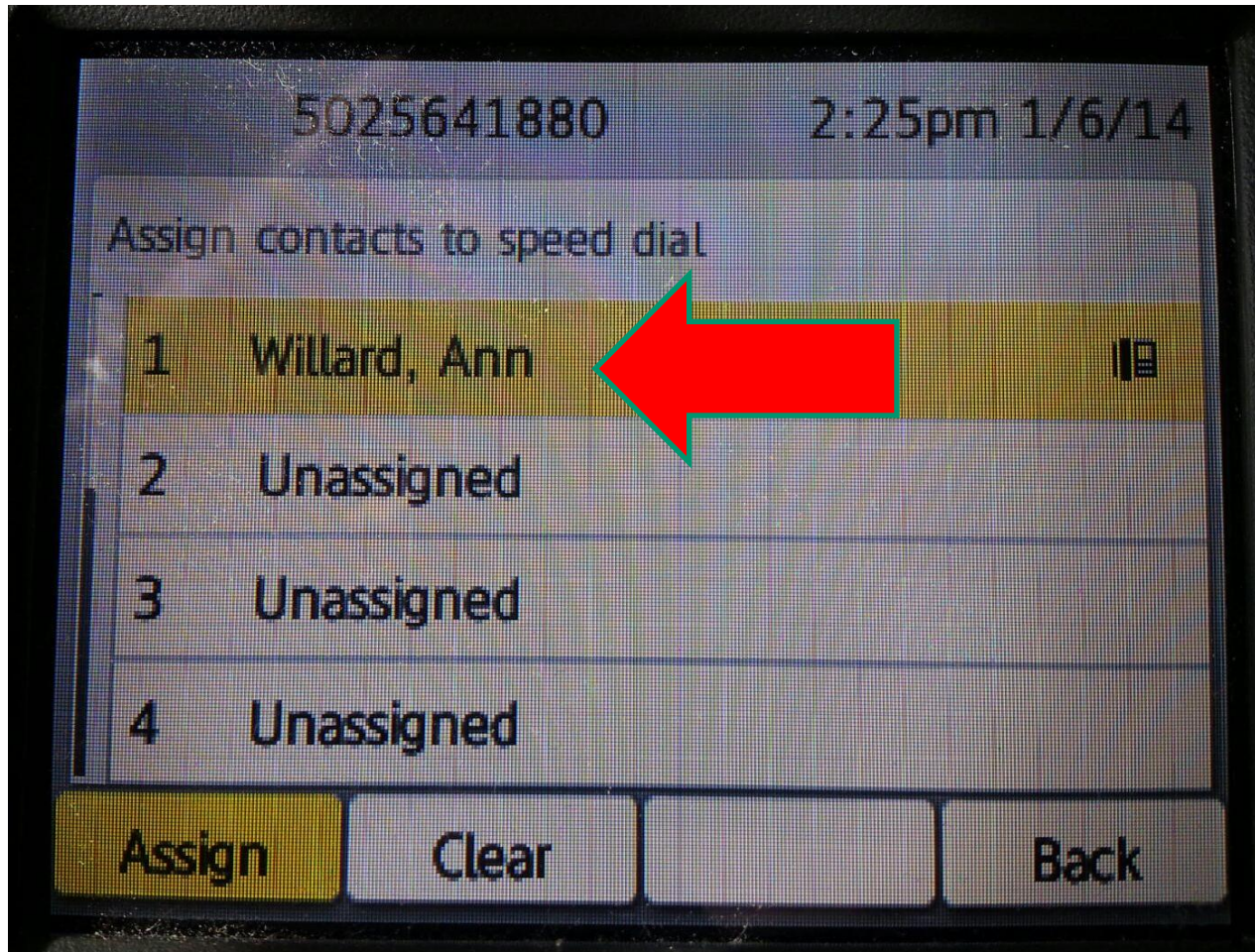
5027823534 10:41am 10/26/12

Assign contacts to speed dial

	Cell	5023305631
	Kidd, Dennis	5027823528
	Lydon, Bridgett	5023165025
	Mertz, Jonathan	5025644792

 **Select** **Back**

Here you can see the person added.

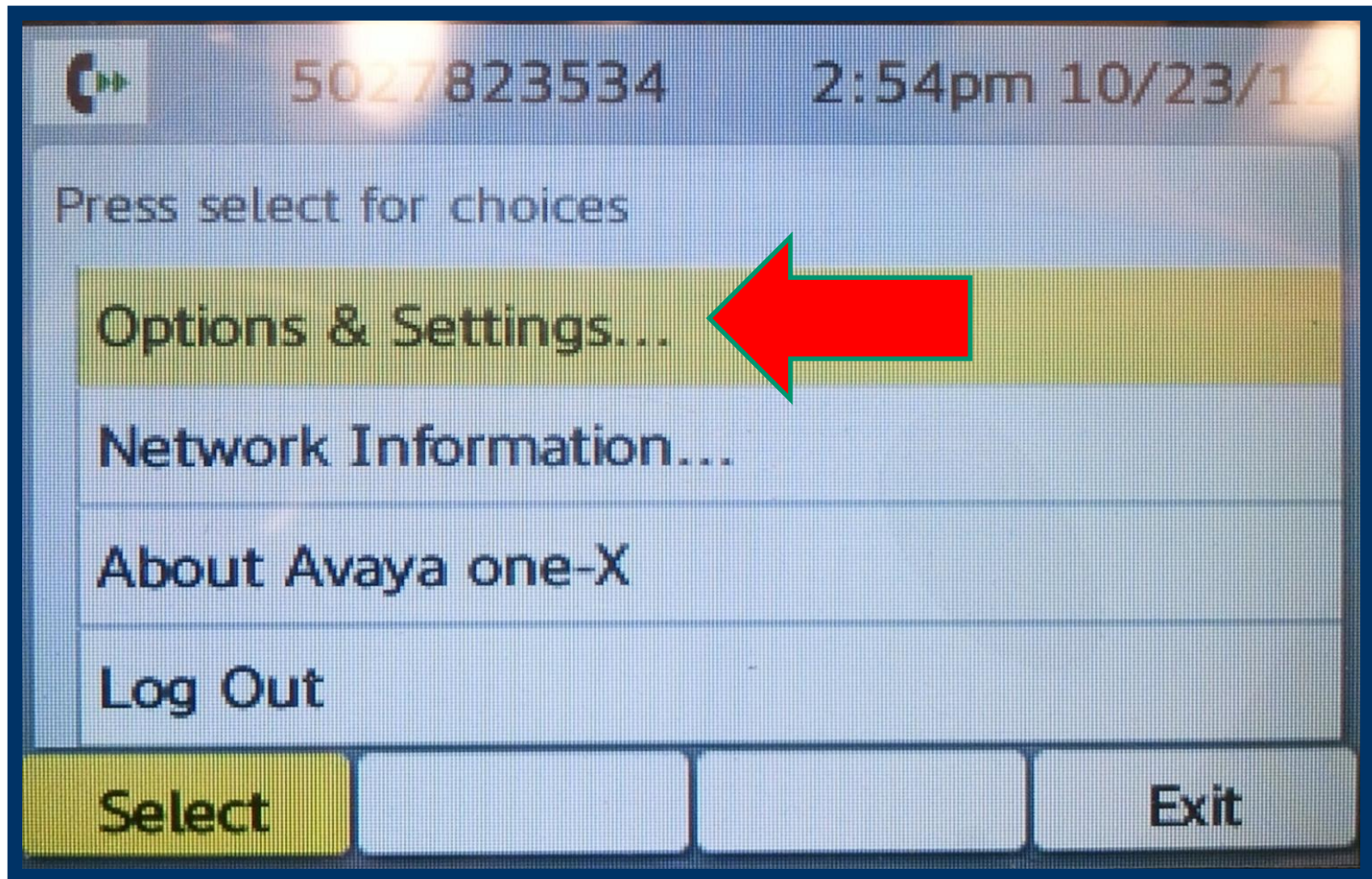


Assign Favorites Entries.

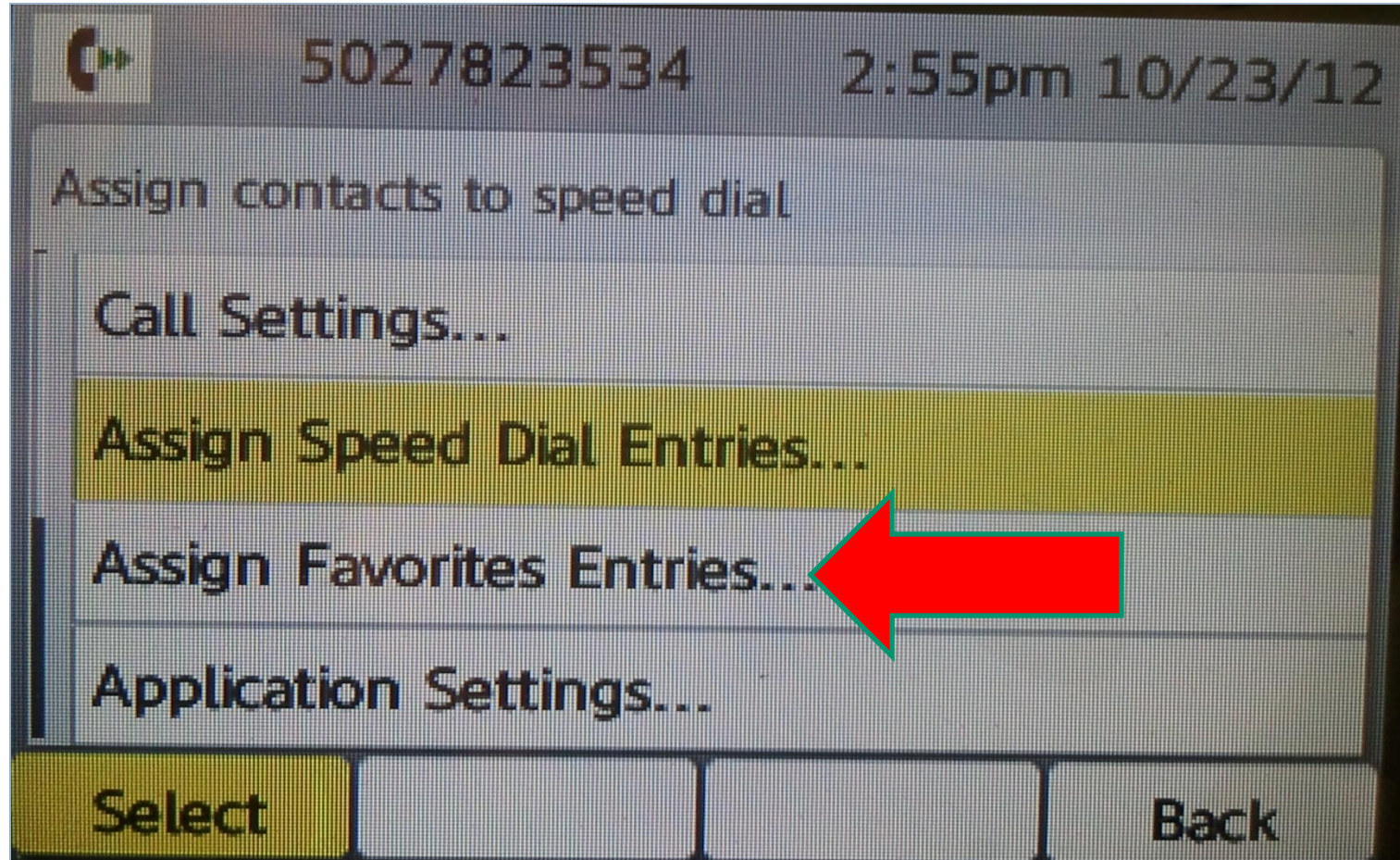
➤ **Click on home button:**



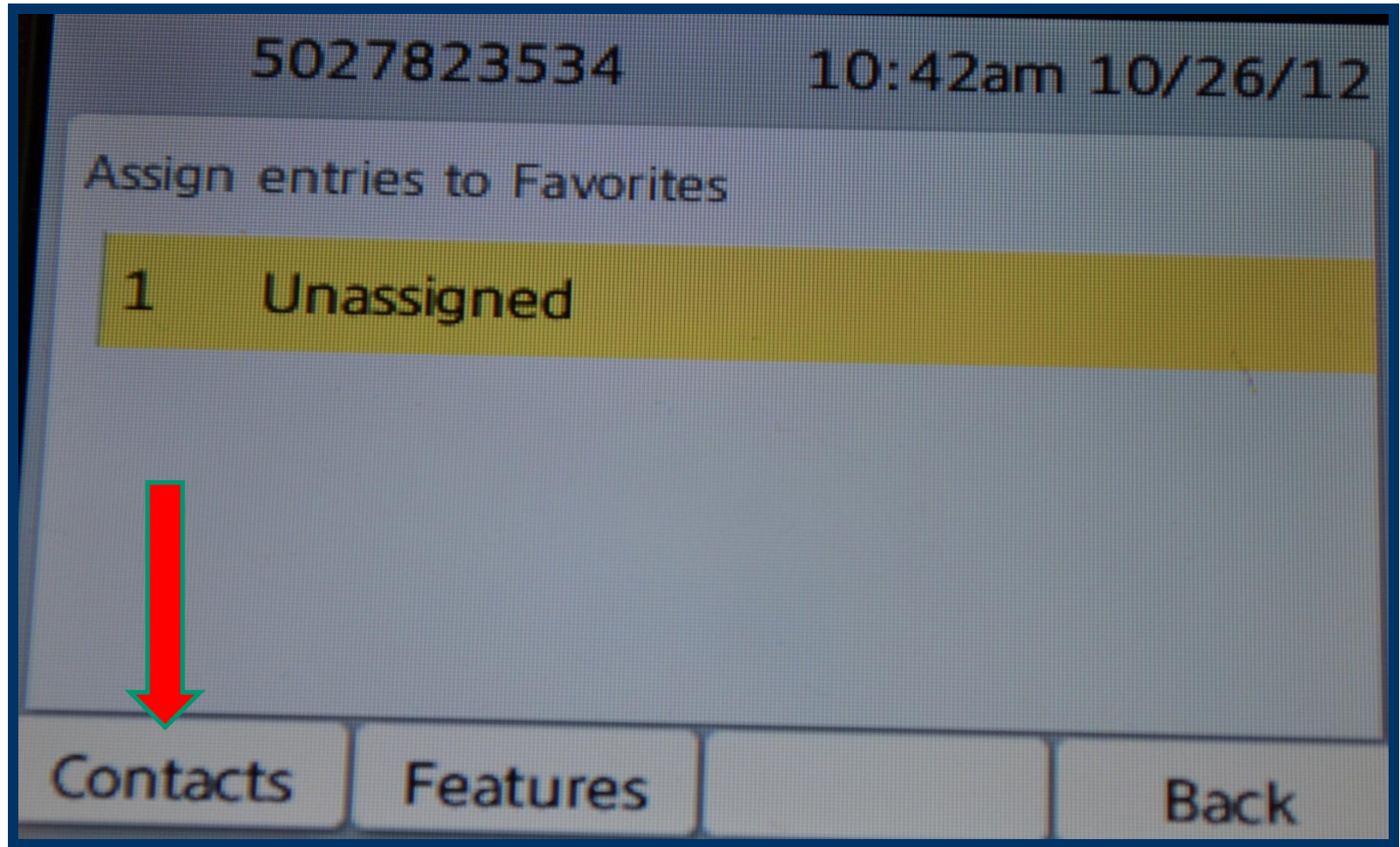
Click on options & settings



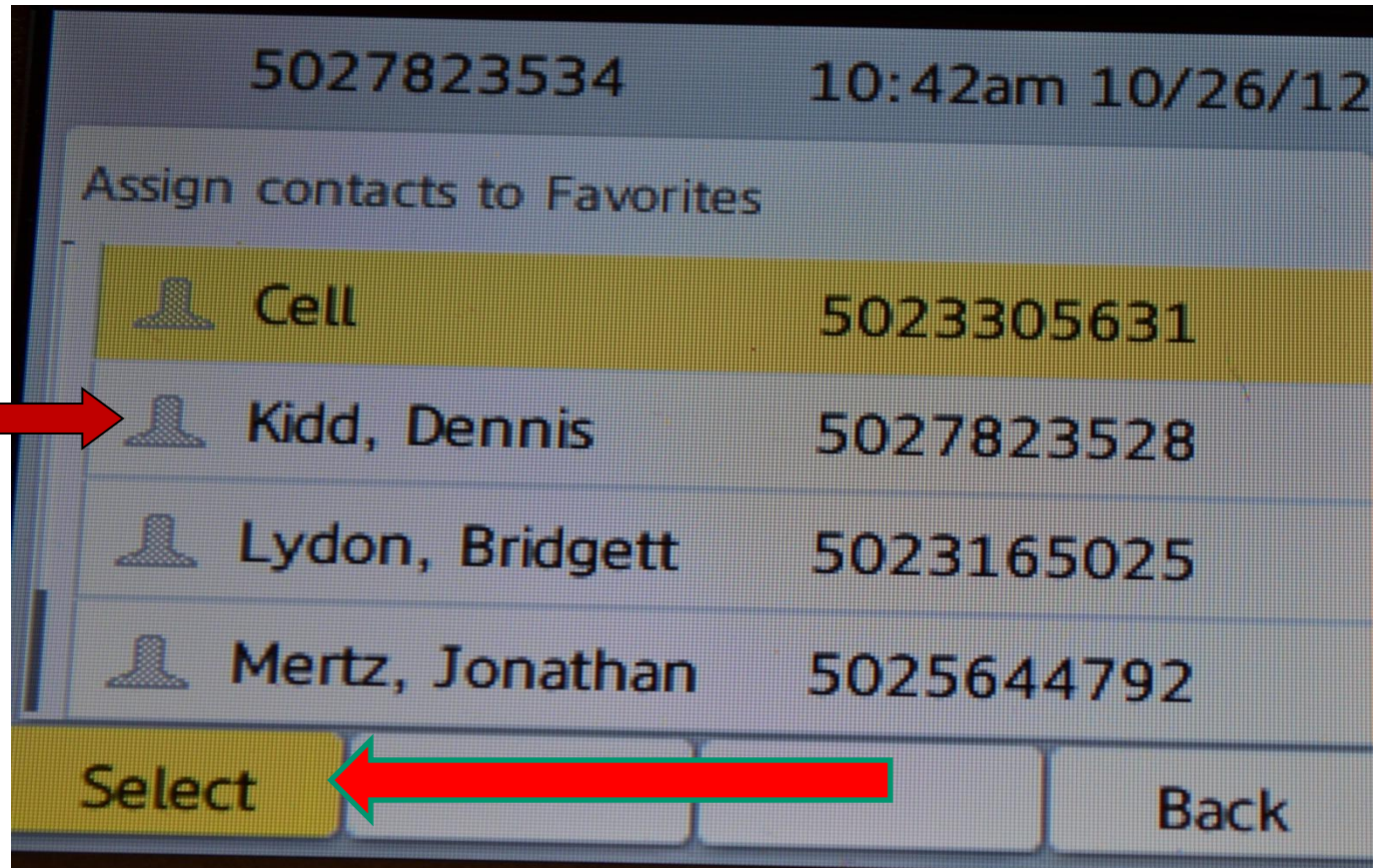
Assign Favorites Entries.



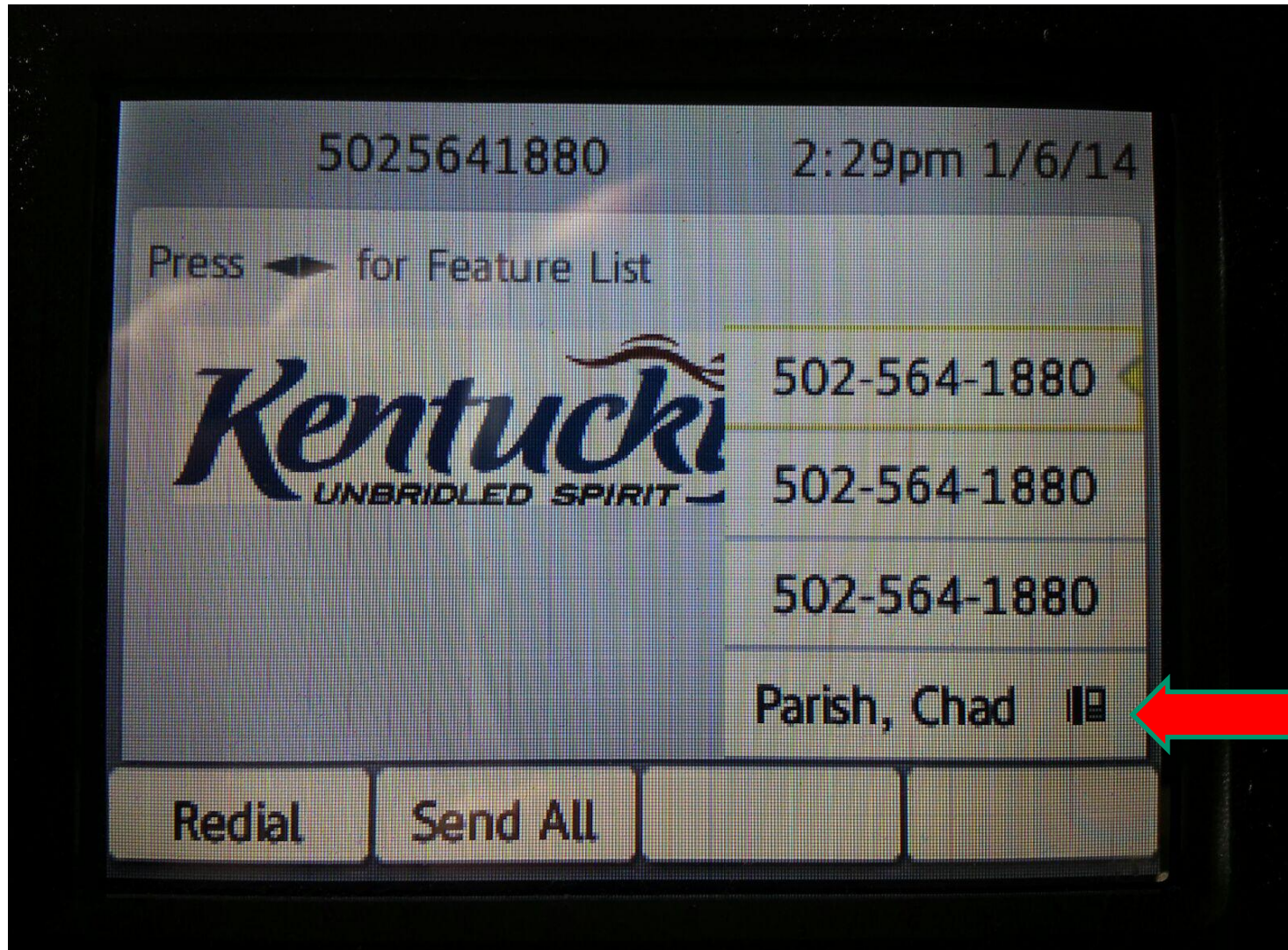
Click on contacts.



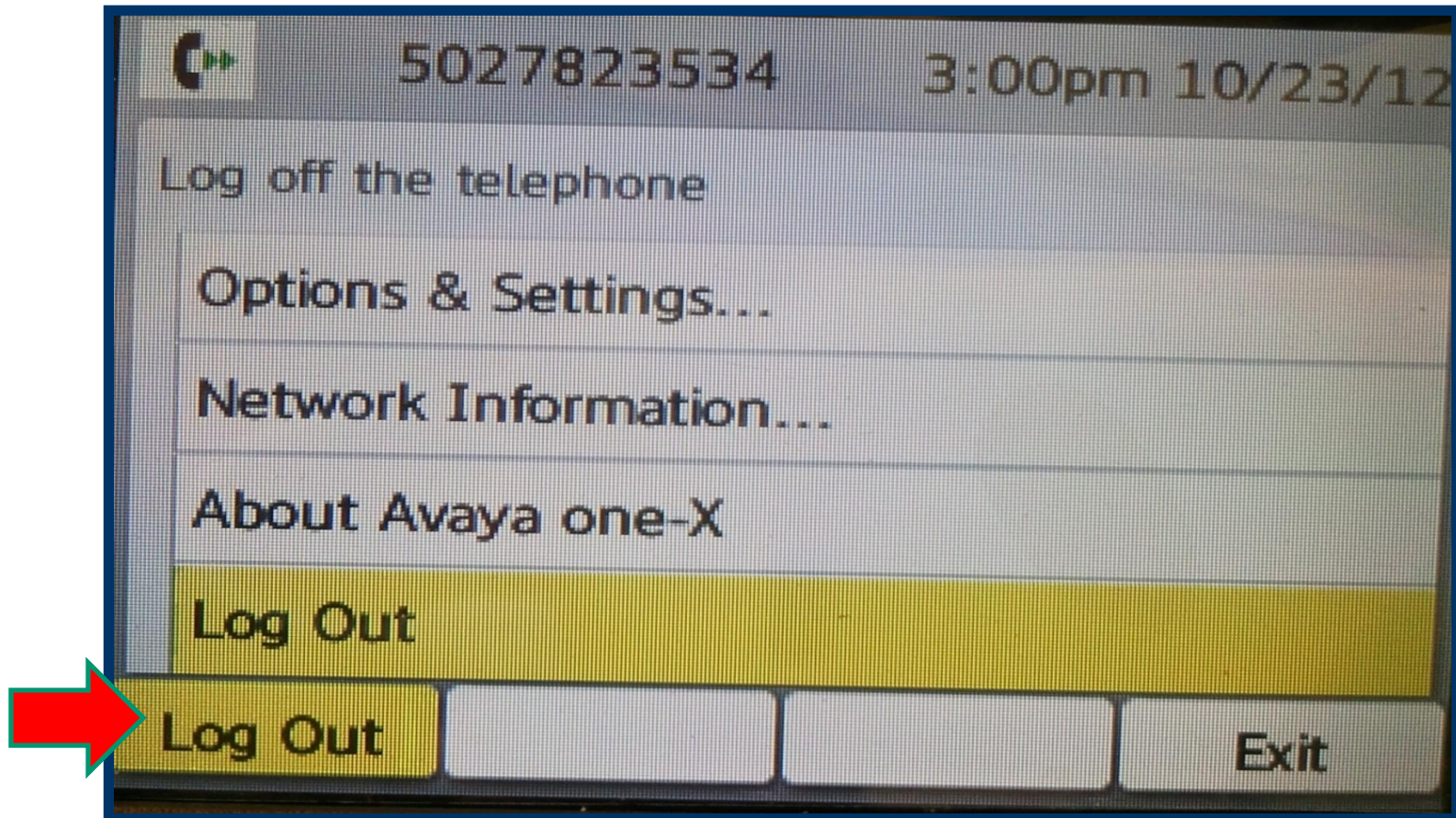
Select Your Contact



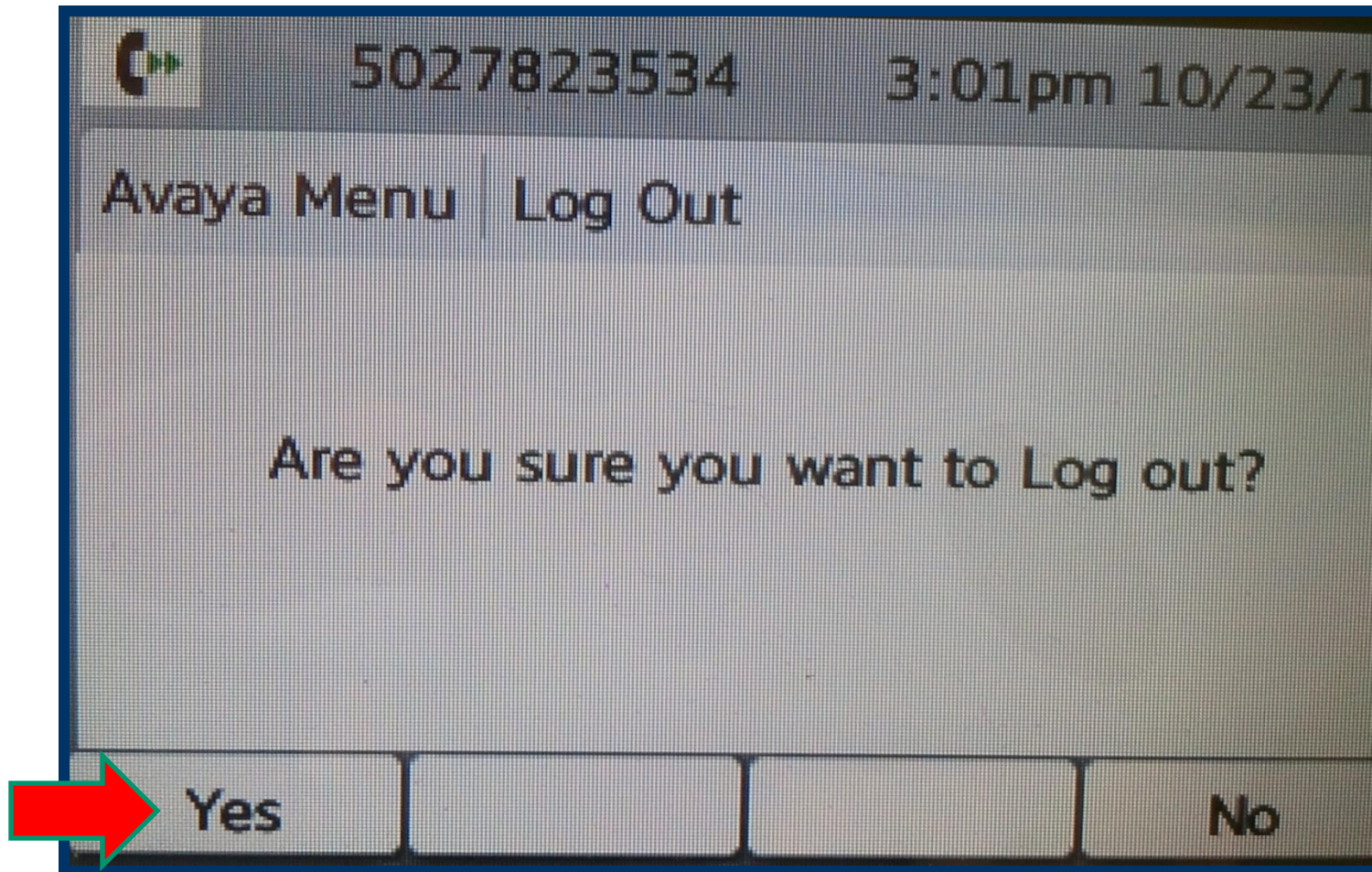
Favorites Entries will show on your name screen.



Logging out of the phone.



Click on yes if you want to log out.



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Division of Communications
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Frankfort, KY 40601
502-564-7576**

<http://technology.ky.gov/services/Pages/VoiceCommunications.aspx>

